

## **Individual Critical Task List**

**420A - Human Resources Technician - CW3/CW4**  
**Warrant Officer, MOS: 420A, Skill Level: CW3, Duty Pos: USI**

**Approved**  
**22 Jan 2015**

**Effective Date: 10 Sep 2015**

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Target Audience:** Senior Human Resources (HR) Technician Warrant Officers, MOS 420A, CW3/CW4

Total Number of Tasks: 9

- **Training Domain/Location Column** – identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word “OP” will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught.
- **Sustainment Training Frequency Column** – indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency.
- **Sustainment Training Skill Level Column** – lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng SI
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### Subject Area 1. HR PLANNING AND OPERATIONS

805C-42H-8107	Implement Human Resources Planning and Operations Using MDMP	INST	AN	W3-W4
805C-42H-8108	Develop Human Resources Key Performance Indicators	INST	AN	W3-W4

### Subject Area 2. MAN THE FORCE

805C-420-7000	Coordinate Personnel Readiness Management	INST	AN	W3-W4
805C-420-7001	Manage Personnel Accountability	INST	AN	W3-W4
805C-420-7002	Manage Personnel Strength Reporting Data	INST	AN	W3-W4
805C-42H-8104	Interpret Unit Status Reporting Data	INST	AN	W3-W4

### Subject Area 3. Provide HR Services

805C-420-7004	Administer Casualty Operations in Theater	INST	AN	W3-W4
805C-420-7005	Coordinate Theater Postal Operations	INST	AN	W3-W4
805C-420-7006	Manage Evaluations Process	INST	AN	W3-W4